



# Voice for Android Quick Start Guide

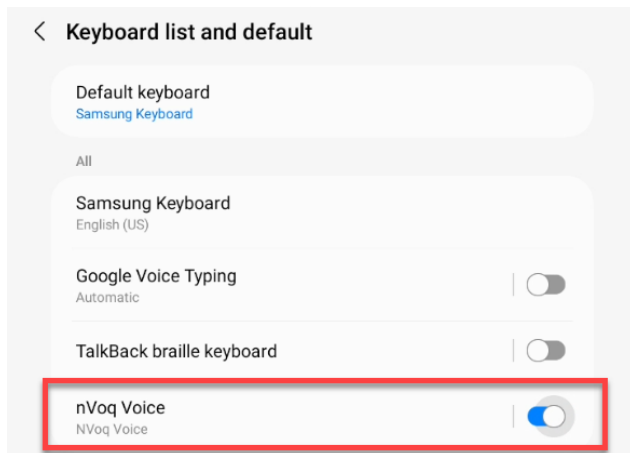
## Initial Setup (Wizard)

1. The first time you open nVöq Voice, the setup wizard starts automatically.

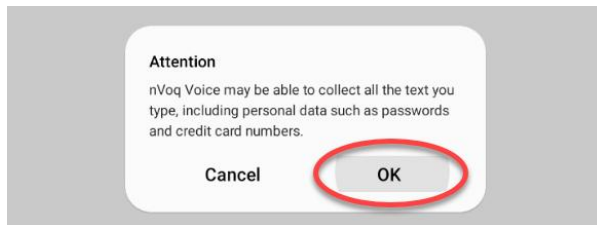


nVöq Voice

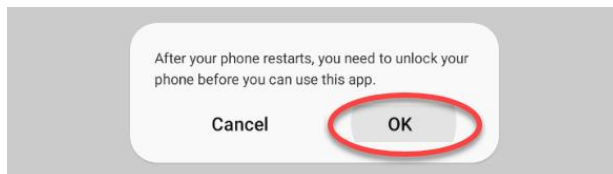
2. On **Step 1**, tap **Enable Voice**.
3. On the **Keyboard List** screen, tap the **toggle** next to **nVöq Voice**. Be sure to tap the toggle itself. The setup wizard will not continue until it is enabled.



4. When prompted that nVöq Voice may collect the text you type, tap **OK**.



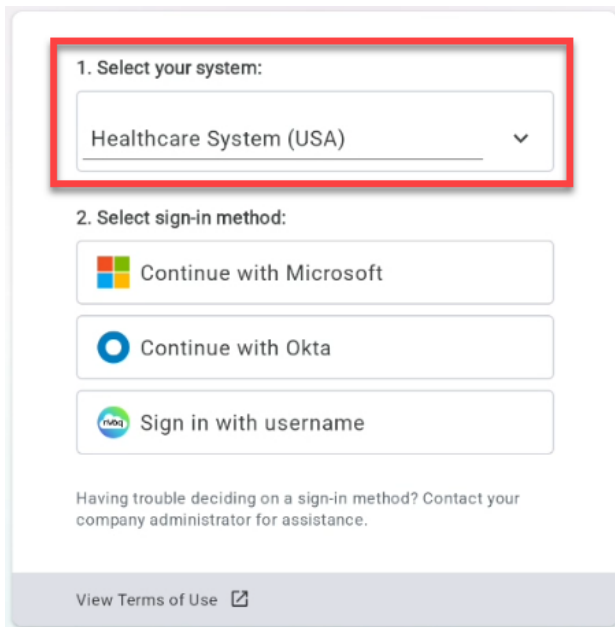
5. When prompted that you must unlock your device after a restart before using nVöq Voice, tap **OK**.



6. On **Step 2**, tap **Select Input Method**.
7. Select the radio button next to **nVoq Voice**.
8. On the **Installation Successful** screen, choose whether to allow nVoq Voice to access your contacts for contact suggestions while typing.
9. When prompted, tap **Allow** to enable notifications. Notifications are used for features such as Words Per Minute messages and error notifications.
10. Tap **Login** to continue to the sign-in screen, where you can select your system and authentication method.

## Sign In

1. On the **Sign In** screen, select the system you want to use or accept the default selection. By default, **Healthcare System (USA)** is selected. To choose a different system, tap the field and select one from the list.

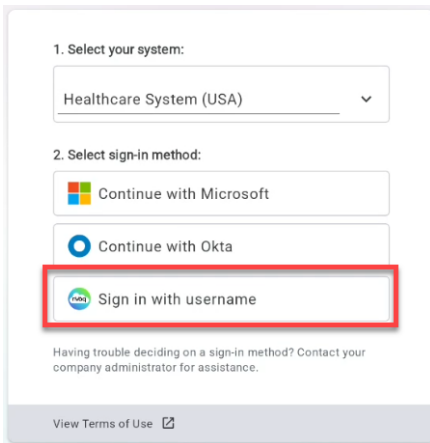


The screenshot displays the 'Sign In' interface. At the top, a red rectangular box highlights the first step: '1. Select your system:'. Below this, a dropdown menu is shown with 'Healthcare System (USA)' selected and a downward arrow on the right. The second step is '2. Select sign-in method:', which includes three options: 'Continue with Microsoft' (with the Microsoft logo), 'Continue with Okta' (with the Okta logo), and 'Sign in with username' (with the nVoq logo). At the bottom of the form, there is a link that says 'View Terms of Use' followed by an external link icon.

2. Tap your preferred sign-in method to continue. (See next page)

## Sign in with Username (nVoq Account)

1. Tap **Sign In with username**.



1. Select your system:  
Healthcare System (USA) ▾

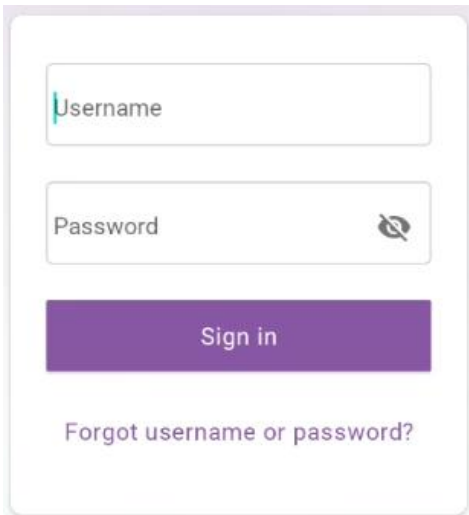
2. Select sign-in method:

- Continue with Microsoft
- Continue with Okta
- Sign in with username**

Having trouble deciding on a sign-in method? Contact your company administrator for assistance.

[View Terms of Use](#)

2. Enter your **Username** and **Password**, and tap the **Sign In** button.



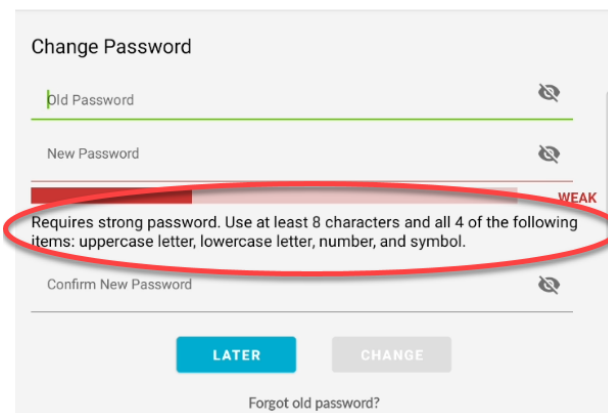
Username

Password

**Sign in**

[Forgot username or password?](#)

6. If your account was configured to require a password reset the first time you sign in or if your password is expired, you will automatically be taken to a screen where you can change your password.



Change Password

Old Password

New Password

**WEAK**

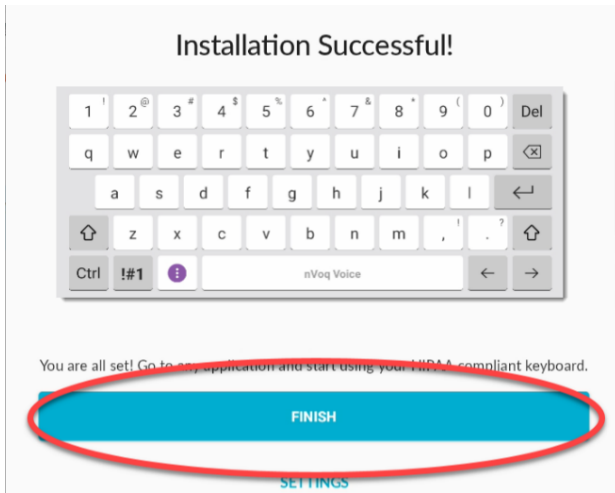
Requires strong password. Use at least 8 characters and all 4 of the following items: uppercase letter, lowercase letter, number, and symbol.

Confirm New Password

**LATER** CHANGE

[Forgot old password?](#)

7. If this is your first sign-in during setup, tap **Finish** on the **What's Next** screen.



# Use the Keyboard

You can use the Voice for Android keyboard for secure, HIPAA-compliant clinical dictation and typing wherever the keyboard is available. Dictate or type directly into supported applications while helping protect patient information within nVoq's secure workflow.

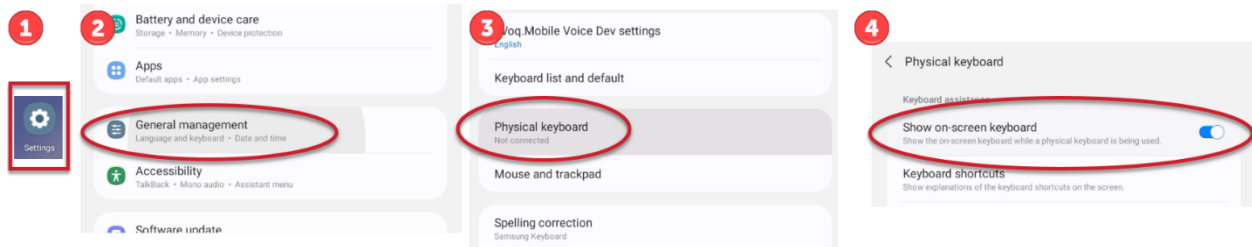
## Physical Keyboard Configuration

While using a physical keyboard (your company may call it a "manual keyboard") you should still see the Voice on-screen keyboard so that you can access the dictation button.

If the Voice keyboard does not display on screen when you have a physical keyboard connected to your device:

1. Go to your device **Settings**
2. Open **General Management**
3. Open **Physical Keyboard**
4. Make sure **Show On-screen Keyboard** is enabled.

**Voice dictation can be stopped by tapping any key on a connected physical keyboard.**



## Dictation

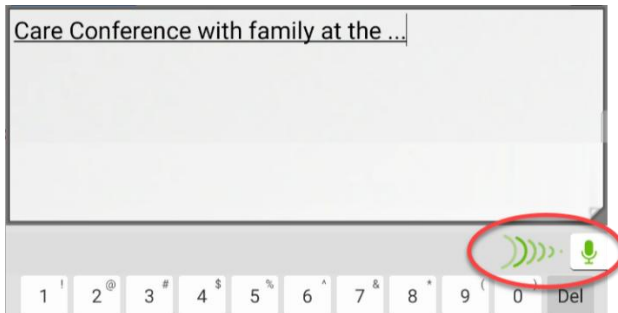
1. Place your cursor where you want the text to appear.
2. Tap the **microphone button**.



3. If prompted the first time you dictate, allow nVoq Voice to record audio by tapping **While using the app**. Then tap the microphone button again to begin dictation.



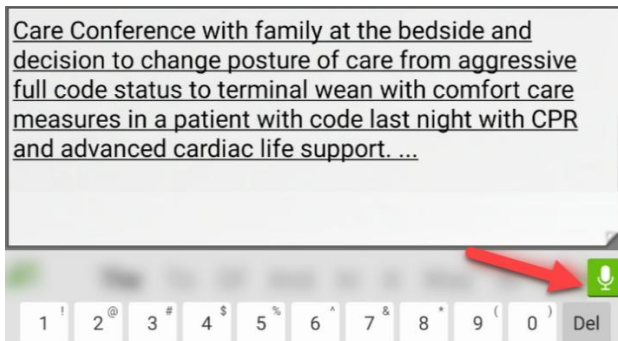
4. After two beeps, begin speaking. The microphone button changes color while recording.



**Want to focus on what you're saying instead of punctuation?**

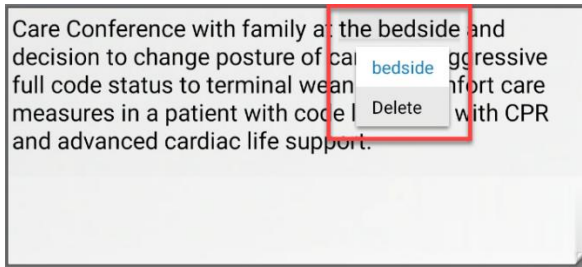
Dictate naturally and use Note Compose Clean & Format to add punctuation and capitalization.

5. Tap the **microphone button** again to stop recording.



- *The transcribed text remains underlined until processing is complete. Wait for the text to finalize before editing it or starting another dictation.*
- *Formatting commands such as "new line" and "new paragraph" are applied when the dictation is finalized.*

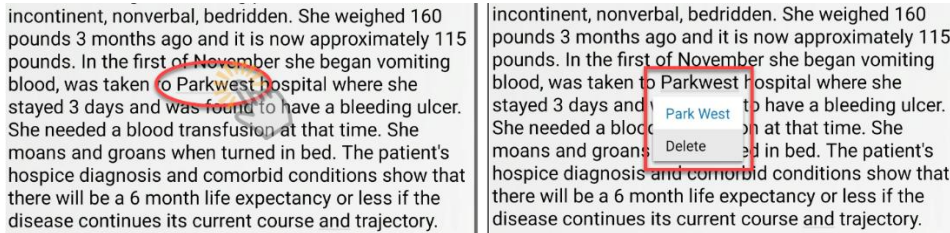
- If underlined words or phrases appear in the transcript, tap them to view and select alternate text options.



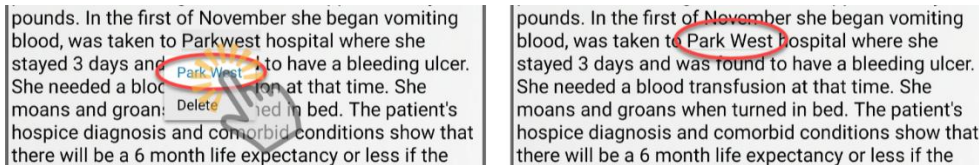
## Alternate Text

After your dictation transcript has finalized...

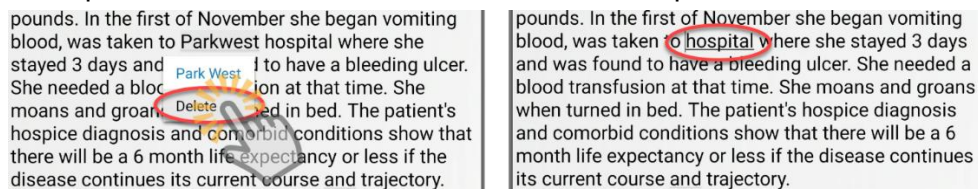
- Tap on an underlined word or phrase to see a drop-down list of alternate text suggestions, as well as the option to delete the dictated word or phrase.



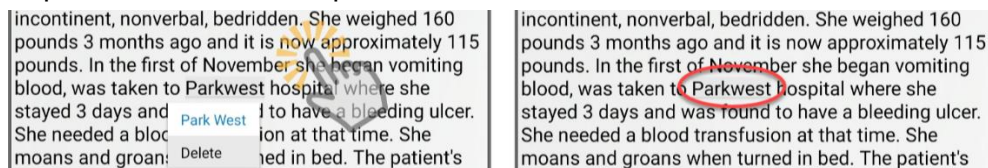
- Tap one of the alternatives in the list to *replace* the underlined word or phrase in the transcript,



- OR tap **Delete** to *remove* the underlined word or phrase from the transcript,



- OR tap somewhere **outside of the drop-down list** to keep the original word or phrase in the transcript.



## Make Changes to Transcribed Text

1. **Wait for the transcript to finalize** before making changes. The transcript is finalized when the dark underline disappears.

She is receiving home hospice care for metastatic lung cancer, atrial fibrillation, hypertension, and a recent stroke. Current medications include: Number next amiodarone 200 mg once a day number next metoprolol 20 mg b.i.d. number next morphine elixir 5-10 mg every 3 hours as-needed for pain ...

For best results, wait until the transcript is finalized before placing your cursor in the text.

2. **Review alternate text options** for any lightly underlined words or phrases.

She is receiving home hospice care for metastatic lung cancer, atrial fibrillation, hypertension, and a recent stroke.

Current medications include:

1. Amiodarone 200 mg once a day
2. Metoprolol 20 mg b.i.d.
3. Morphine elixir 5-10 mg every 3 hours as-needed for pain

3. **Edit the transcript as needed:**



- Type to add or replace text.
- Highlight text and dictate over it to replace it.
- Use Backspace or Delete to remove characters.
- Press and hold Backspace or Delete to remove text more quickly.
- Swipe left from the Backspace key to delete an entire word.

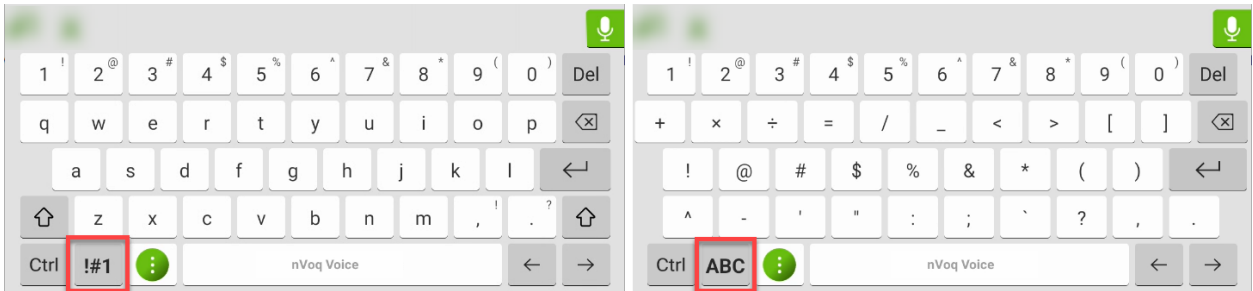
## Tips for Better Dictation Accuracy

- **Keep the microphone clear.** Avoid covering your device's microphone with your fingers or hand while dictating.
- **Reduce background noise when possible.** Audio quality has a significant impact on speech recognition accuracy. For best results, dictate in a quiet environment.
- **Speak naturally and consistently.** Speak at a normal pace and try to maintain a steady rhythm. It may help to take a moment to organize your thoughts before starting a dictation.
- **End dictations during long pauses.** If you need time to think about what to say next, stop the current dictation and start a new one when you're ready to continue.
- **Dictate acronyms carefully.** If an acronym does not transcribe correctly, say the word "**letter**" before each letter (for example, "*Letter A Letter D Letter L*"). Frequently used acronyms can also be added to your vocabulary.
- **Avoid dictating proper names when possible.** Generic terms such as *doctor*, *patient*, or *caregiver* are more likely to be recognized accurately than uncommon names. Frequently used names can be added to your vocabulary by an nVoq administrator.
- **Follow the HIPAA minimum necessary rule.** Whenever possible, avoid dictating protected health information (PHI). In many workflows, the patient has already been identified within the EHR, making it unnecessary to dictate names or other PHI. Limiting PHI in dictation can also improve transcription accuracy, particularly for uncommon names and spellings.



## Typing

Switch between the QWERTY keyboard and the numbers/symbols keyboard, **tap the "!"#1" or "ABC" key** in the lower left corner.



To capitalize a letter, tap the **shift key** so that it displays a solid black arrow.



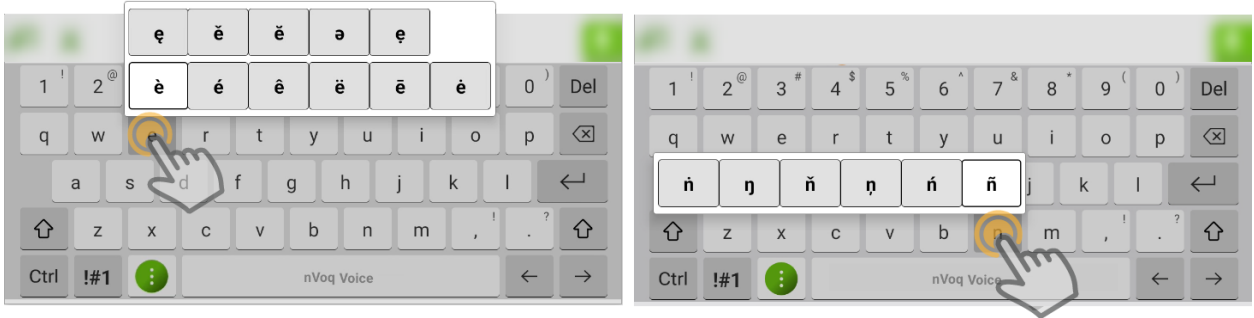
Press and hold the **Shift key** to turn on Caps Lock. Tap Shift again to turn it off. Caps Lock is also disabled when you switch to the numbers/symbols keyboard.



On small keyboard layouts, some punctuation and symbols appear in the upper-right corner of keys. Press and hold a key, then slide your finger to select the desired symbol.



On small keyboard layouts, press and hold a letter key to view available accent marks, then slide your finger to select the desired character.



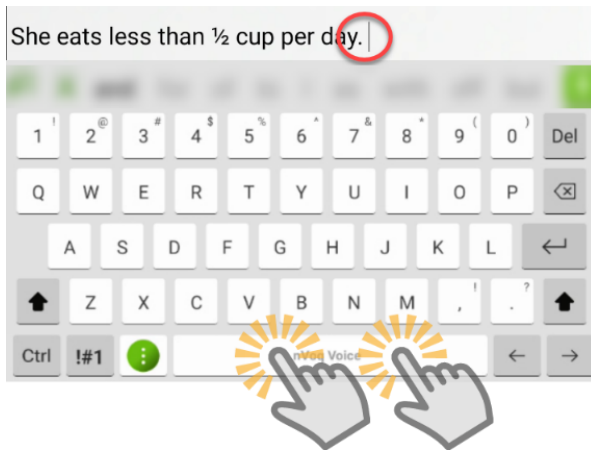
On medium keyboard layouts, some keys include additional characters in the upper-right corner. Press and hold a key to display the available characters, then slide your finger to the desired character to insert it.



On both small and medium keyboard layouts, press and hold a number key to access superscript numbers and fractions, then slide your finger to the desired option.



Double-tapping the Space bar inserts a period only when the preceding character is a letter or number. Otherwise, it inserts a space.



On both keyboard layouts, press and hold the Ctrl key to access common keyboard shortcuts. While holding Ctrl, tap one of the highlighted keys to perform the corresponding action:

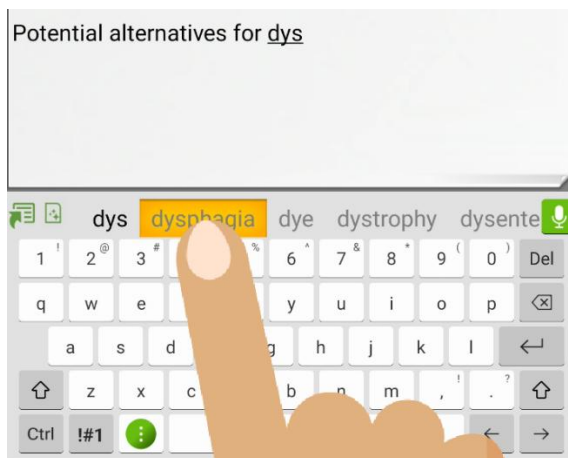


- **Ctrl + Y:** Redo
- **Ctrl + A:** Select all
- **Ctrl + Z:** Undo
- **Ctrl + X:** Cut
- **Ctrl + C:** Copy
- **Ctrl + V:** Paste

## Next Word Predictive Typing Suggestions

The keyboard learns from your typing and suggests words that may come next in the suggestion bar above the keyboard.

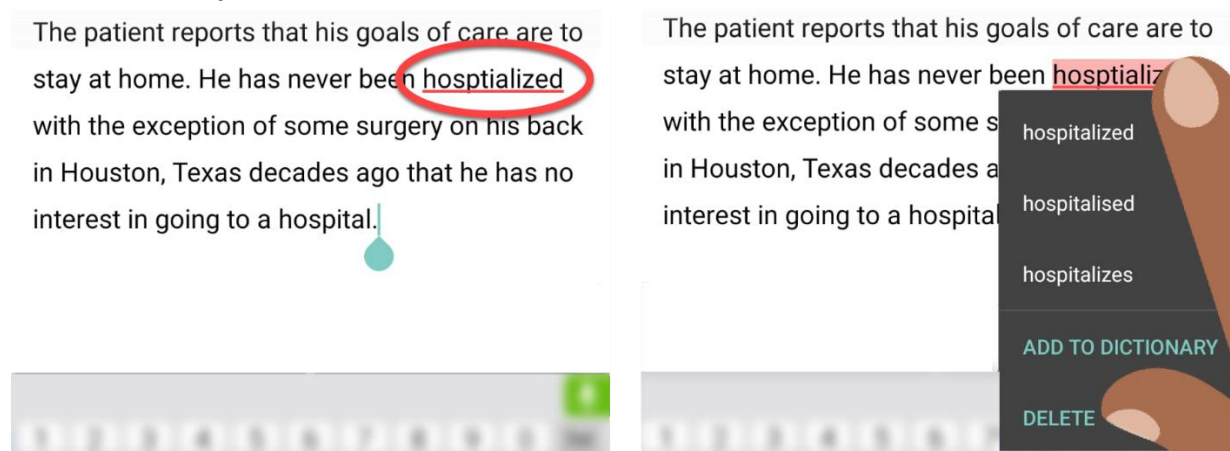
1. Begin typing and review the suggestions displayed above the keyboard.
  - o The word you typed appears on the left, followed by suggested words.
  - o Suggestions include recently used words and common word predictions.
  - o Up to 12 suggestions are displayed. Swipe left or right to view additional suggestions.
2. Tap a suggestion to insert it into your text.



## Spell Check

After you type a word and press the Space bar or Enter key, misspelled words may be underlined in red.

Tap a red-underlined word to view spelling suggestions, delete the word, or add it to the Voice dictionary.

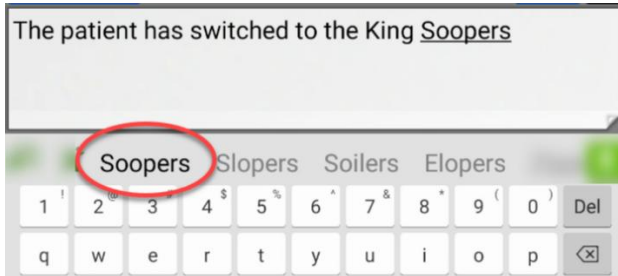


## Add to Dictionary

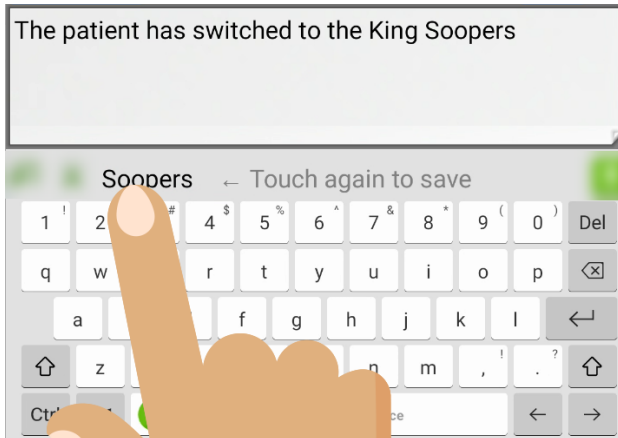
You can add words to the Voice keyboard dictionary so they appear in word suggestions and are not flagged as misspellings.

### To add a word from the suggestion bar:

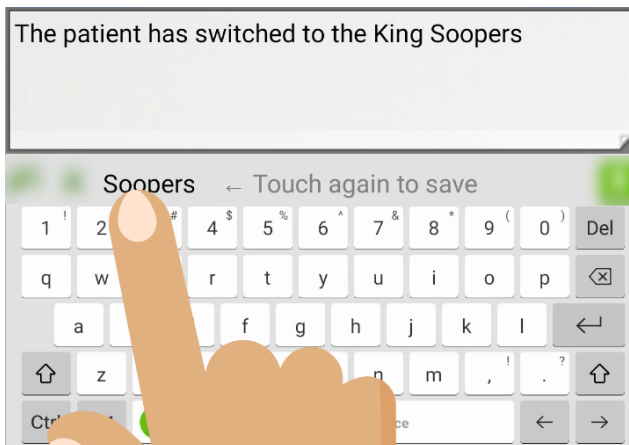
1. Type the word.



2. Tap the word in the suggestion bar.

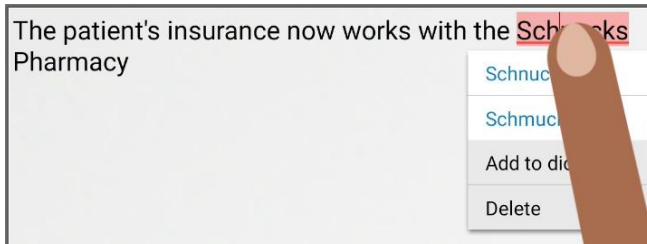


3. Tap it again to save it to the dictionary.

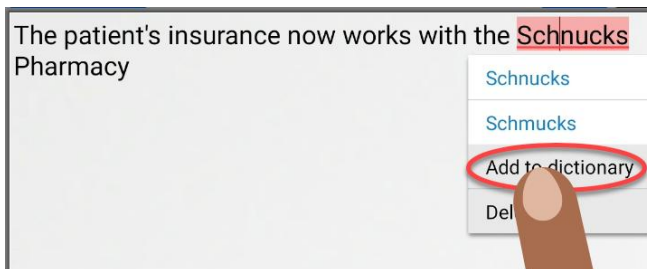


**To add a word from your text:**

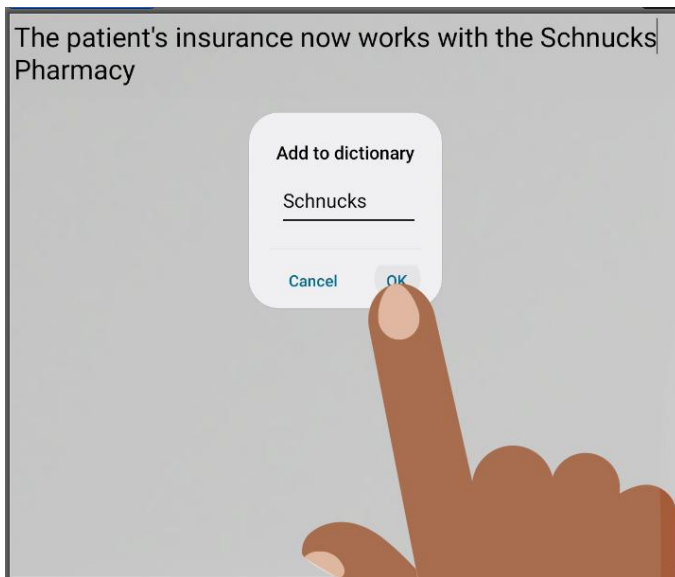
1. Tap a word that is underlined in red.



2. Tap **Add to Dictionary**.



3. Optionally edit the word, then tap **OK**.

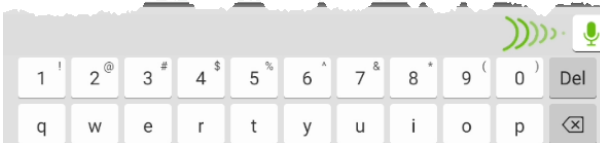


A confirmation message appears when the word has been added successfully.

# Note Compose

1. Dictate or type your note naturally. You do not need to dictate punctuation or follow the structure of a particular note.

Mary Johnson is an 82-year-old female seen today for her first physical therapy visit at home following a recent right hip replacement she reports some soreness in her hip especially when moving but states the pain is manageable she describes feeling unsteady on her feet and is concerned about falling she is motivated to work on her mobility to regain independence and move around her home safely on assessment Mary required minimal assistance lower case to transfer from a seated to a standing position she ambulated about 10 feet with standard walker but demonstrated poor balance and ...



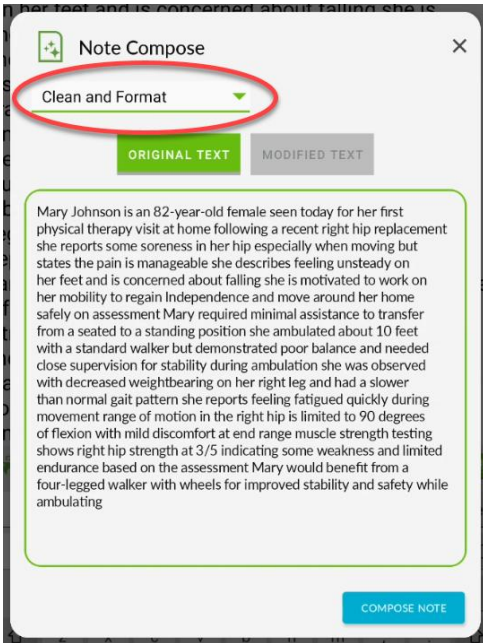
*Keep the note under **6,000 characters** (approximately 1,050 words) to avoid formatting errors.*

2. When finished, tap the **Note Compose** button on the keyboard.

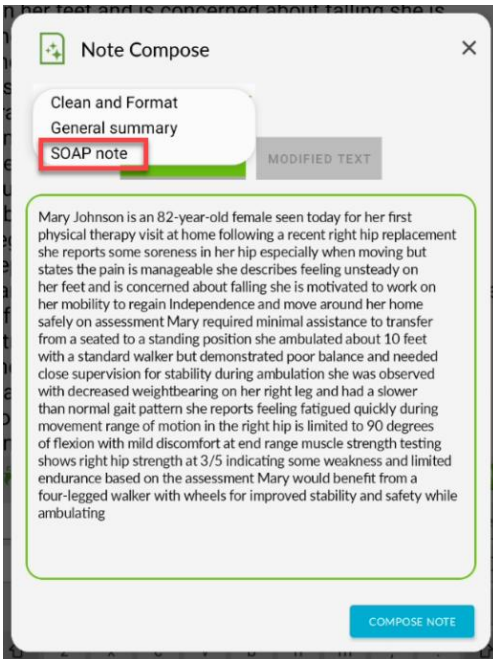
Mary Johnson is an 82-year-old female seen today for her first physical therapy visit at home following a recent right hip replacement she reports some soreness in her hip especially when moving but states the pain is manageable she describes feeling unsteady on her feet and is concerned about falling she is motivated to work on her mobility to regain independence and move around her home safely on assessment Mary required minimal assistance to transfer from a seated to a standing position she ambulated about 10 feet with standard walker but demonstrated poor balance and needed close supervision for stability during ambulation she was observed with decreased weightbearing on her right leg and had a slower than normal gait pattern she reports feeling fatigued quickly during movement range of motion in the right hip is limited to 90 degrees of flexion with mild discomfort at end range muscle strength testing shows right hip strength at 3/5 indicating some weakness and limited endurance based on the assessment Mary would benefit from a 4 legged walker with wheels for improved stability and safety while ambulating



3. The first time you open Note Compose, **Clean and Format** is selected by default. The Note Compose window displays all text currently in the active text area.



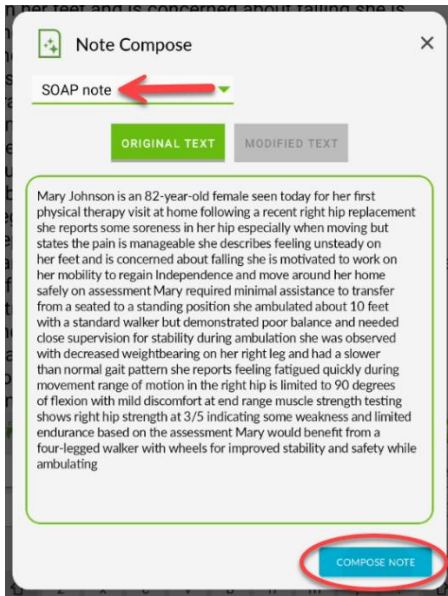
4. Tap the menu to select a formatting option, if necessary.



**The Clean & Format option lets you dictate the way you naturally speak.**  
Simply speak or type without worrying about punctuation, then use Note Compose to add punctuation, capitalization, and formatting.

**Your Note Compose window may not have a menu.** This menu is only available if your agency has purchased Note Compose for structured notes for you. If no menu is visible, Note Compose automatically uses the "Clean and Format" option.

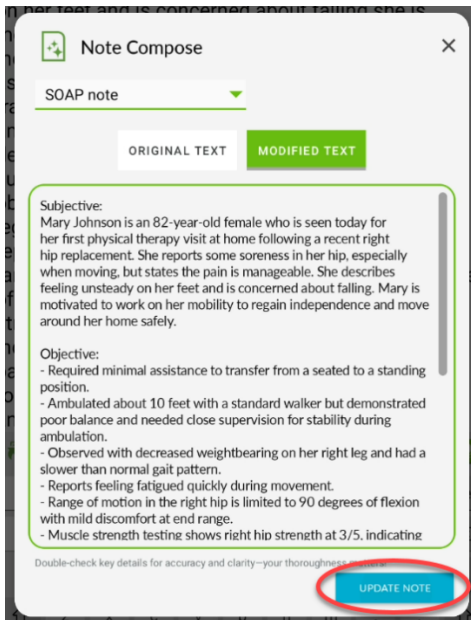
5. Tap **Compose Note**.



6. Note Compose extracts key details and formats the note into the selected structure. **Information that does not support the selected format may be omitted.**

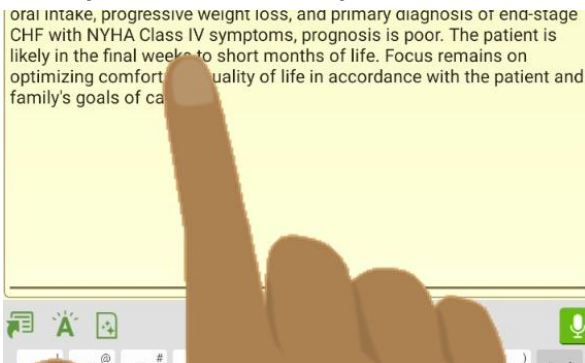
7. When formatting is complete, review the note on the **Modified Text** tab. You are responsible for verifying the accuracy of the generated documentation.

8. If the note is correct, tap **Update Note** to replace the original text in your application with the formatted version.

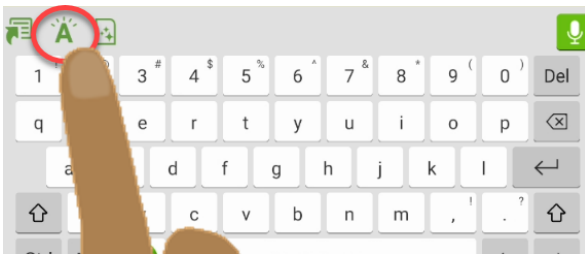


# Note Assist

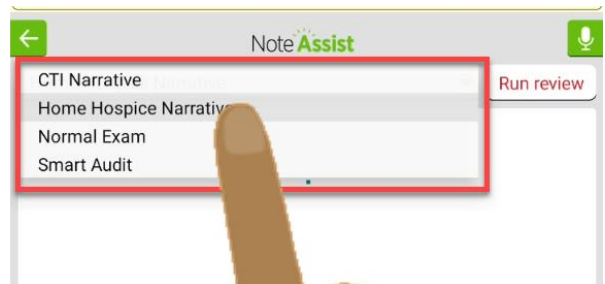
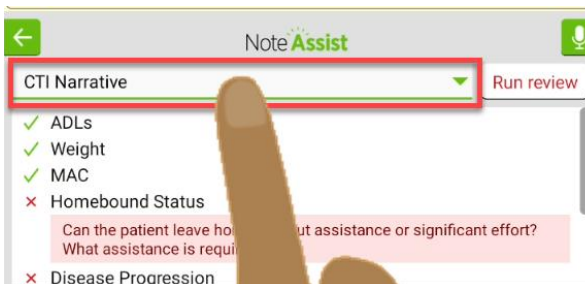
1. Place your cursor where your clinical note is located (or where you want to create it).



2. Tap the **Note Assist** button.



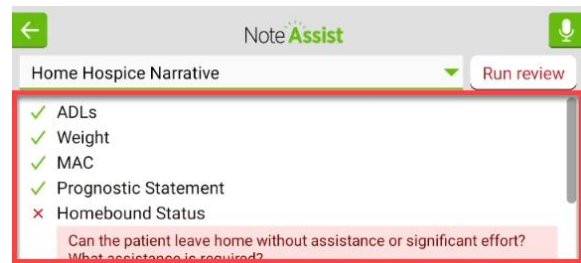
3. If necessary, select the appropriate review from the menu.



4. Review the results:

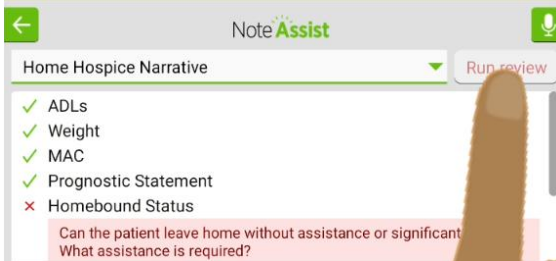
✓ **Green checkmark:** The category is present in the note.

✗ **Red X:** The category may need additional information.



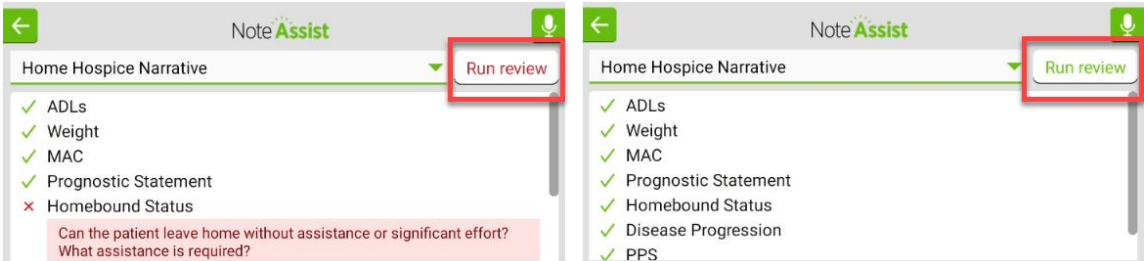
*You can optionally hide categories that have passed the review.*

- Place your cursor where you want to add information. Add information using dictation or typing.
- Tap **Run Review** to review the updated note.

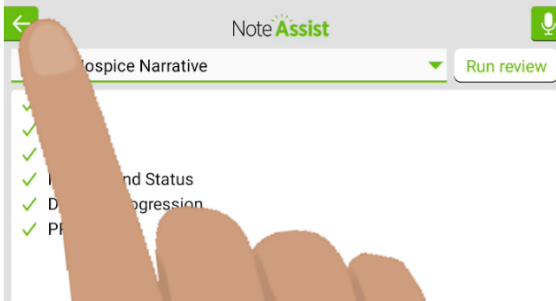


*Depending on your organization's configuration, the review may run automatically after dictation ends.*

- The **Run Review** button remains **red** if any categories fail and turns **green** when all categories pass.

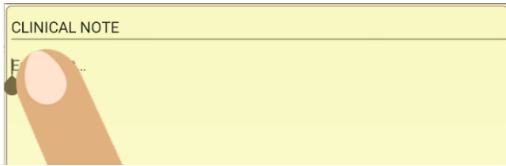


- When you are finished, tap the **green arrow** to return to the keyboard.

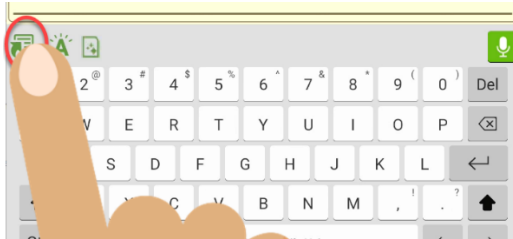


# Shortcuts

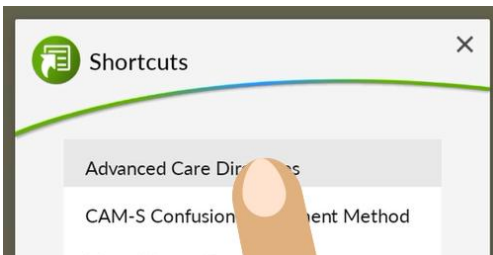
1. Place your cursor where you want the shortcut text to be inserted.



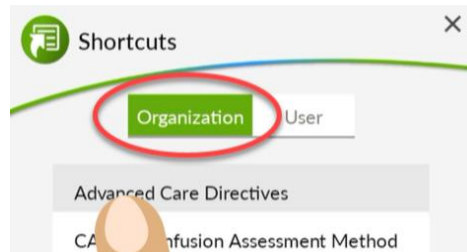
2. Tap the **Shortcuts** button on the keyboard to open the shortcut menu.



3. Tap on a shortcut in the menu.



- If User shortcuts are enabled, you can choose from **Organization** or **User** shortcuts.



4. The shortcut text is inserted at the cursor location.

## Access Self-Guided Training

1. Tap the **menu key** on the keyboard to bring up the Voice menu.



2. On the Voice menu, tap **Training Videos** to open a screen where you can access the online training as well as tutorial videos.
3. On the Training Videos screen, tap **Voice Training**.

